



**RM**<sup>TM</sup> **easiteach**<sup>TM</sup>  
NEXT GENERATION

Getting Started Guide

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## What is Easiteach?

Easiteach is a complete whole class teaching and learning application which puts you in the driving seat for creating and delivering engaging lessons and resources. The tools are rich and powerful, but also easy to use, removing barriers and allowing you to make the most of your classroom hardware tools

Easiteach has been designed specifically for education and whole-class teaching. You can use it throughout your school and across the entire range of curriculum subjects.

Use Easiteach to do any of the following classroom-based activities and more:

**Engage** pupils in a new topic or project by including videos and animations which help to not only illustrate actual examples, but also bring the subject to life.

**Test** pupils' knowledge of a previously-covered topic by asking them to complete a sorting or linking exercise on the screen.

**Demonstrate** a process by taking pupils through it first as a class and then scaffolding them through the same process.

**Create** a multi-modal story using text, sound and animation to illustrate how we absorb information.

**Develop** skills in numeracy by using number lines and grids to work out sequences and patterns.

**Evaluate** a piece of poetry as a class, highlighting key patterns and meanings and using it as a basis for structuring a class poem.

**Produce** a collaborative newspaper article about a whole school topic and then provide a frame as a scaffold for pupils to write their own article.

## Technical requirements

The minimum and recommended hardware and software required to use Easiteach is:

	Minimum	Recommended
<b>Operating System</b>	Standalone computers using Windows® XP SP3 (32 Bit), Windows Vista™ (32 or 64 Bit) or Windows 7 (32 or 64 Bit) Mac OS 10.5.8, 10.6.4 (Intel)	Standalone computers using Windows 7 (32 or 64 Bit)
<b>Processor</b>	Windows: 1.8GHz+ Mac: 2GHz+	2.5GHz+
<b>Memory</b>	Windows: 512MB Mac: 1GB	1GB
<b>Storage</b>	500MB	1GB
<b>Graphics card</b>	64MB	256MB
<b>Screen</b>	1024x768	1024x768 or above

The following prerequisites are required for Windows®:

Microsoft® .Net Framework 3.5 SP1  
 Microsoft® .Net Framework 4 Client Profile  
 Microsoft® Visual C++ 2010 Redistributable  
 Adobe® Flash Player v10 for non-Internet Explorer® browsers  
 Windows® Media Player 11 or above  
 OGG Video / Audio Codec

The following prerequisites are required for Mac:

XiphQT(decoders).component v 0.1.9  
 XiphQT.component v 0.1.9  
 ffmpeg2theora v 0.27  
 Adobe® Flash Player v 10  
 Flip4Mac

## Support

If you require support using Easiteach, look through this guide to see if it provides an answer to your query. This guide can also be accessed from the 'e' menu, by selecting the Help option. For further help and technical support you can visit the Easiteach website or contact Support. To get online help visit [www.easiteach.com/support](http://www.easiteach.com/support). The website provides information in a variety of languages.

### In Asia-Pacific

Telephone support in English is available on + 61 1300 550 062 between 6.30 am and 5pm (Australian WST) Monday to Friday. Outside of office hours you can use the Easiteach (above) or RMAP ([www.rmap.com.au](http://www.rmap.com.au)) websites.

### In the US

If you still experience problems, telephone support is available in English at 866-728-6758 between 9am and 5pm EST Monday to Friday. Outside of office hours you can use the Easiteach website or email [support@rmeducation.com](mailto:support@rmeducation.com).

Alternatively, contact the company that supplied Easiteach.

## Getting started with Easiteach: a guided tour

### Splash screen

The Easiteach splash screen will display, providing quick access to some of the key features. These are:



#### **New**

This allows you to create a new document.



#### **Open**

This allows you to open a previously saved document.



#### **Recent documents**

This displays the five most recently opened documents. Select one to open it.



#### **Activities**

This allows you to open the bank of activities and templates that comes with Easiteach.



#### **My easiteach**

This opens the My easiteach settings tool, where you can choose where the main navigation menu appears or change your preferred default font.



#### **easiteach.com**

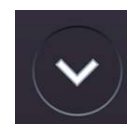
This opens the Easiteach website.

### Easiteach menu bar

The Easiteach menu bar is the main navigation bar and appears by default along the bottom of the screen. From this menu bar you can launch different functional areas to the left hand side of the menu bar and common function buttons to the right hand side.



Secondary menu bars are displayed by clicking the icons on the left hand side of the main Easiteach menu bar. All secondary menu bars have a button on the far right which allows you to close them and just show the main menu bar.



## Functional areas



### 'e' button

This button opens the 'e' menu



### Drawing button

This button opens the 'Drawing' menu bar.



### Text button

This button opens the 'Text' menu bar.



### Special effects button

This button opens the 'Special effects' menu bar which is available in the next release of Easiteach.



### Widget button

This button opens the Widget bank.



### Multimedia bank button

This button opens the Multimedia resource bank.



### My clipboard button

This button opens the 'My clipboard' window which is available in the next release of Easiteach.

## Common function buttons



### Select mode

Clicking this button updates the mouse pointer to show you are in select mode. You can now select objects and perform actions on them. To select multiple objects, whilst within select mode, hold down the Ctrl key and click on the required objects.



### Pan

Clicking this button allows you to pan around the page whilst you are zoomed in.



### Zoom in

To zoom in on a page, select this button which will zoom in on your current page x1. This can be selected multiple times.



### Zoom out

To zoom out after you have zoomed in, select this button which will zoom out x1. This can be selected multiple times until you can see the full page at the standard view.





### **Cut button**

To cut an object in Easiteach, you first need to have it selected and then click this button. The selected object is cut to the clipboard and the object is removed from the page.



### **Copy button**

To copy an object in Easiteach, you first need to have it selected and then click the copy button. The selected object is copied to the clipboard and also remains on the page.



### **Paste button**

To paste an object in Easiteach, you need to have either previously copied or cut an object. This button pastes the current clipboard item onto the page and it is only active when there is an item on the clipboard. It will only paste the last item that has either been cut or copied.



### **Undo button**

To undo the last action performed on the page you can select this button. It is only active when an action has already been performed. This feature works on a page-by-page basis, so if you navigate to another page and select undo, the last action performed on that page will be undone.



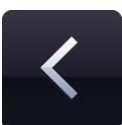
### **Redo button**

To redo the last undone action performed on the page you can select this button. It is only active when an action has been performed. This feature works on a page-by-page basis, so if you navigate to another page and select redo, the last action performed on that page will be redone.



### **Delete button**

To delete an object from the page you must have an object selected. This button is only active when an object is selected. The object does not get copied to the clipboard.



### **Back one page button**

To return to the previous page in the current document you can select this button. It is only active if there is a previous page to navigate to.



### **View storyboard**

To view your Easiteach document as a storyboard you can select this button which will display document pages in a page sorter. You can see thumbnails of all the pages in the document, add and delete pages and cut, copy and paste pages. If you click twice on a page the page will display in full. The storyboard button updates to show you which page number you are viewing.

When you are in storyboard view, you can add pages to the document by selecting the '+' button. This will add a new page after the selected page. To delete a page use the '-' button in the same way. You may change the order of your pages by dragging and dropping them on top of existing pages. If you wish to move a page to a position which isn't currently



displayed in that view (i.e when there are more than eight pages in a document), click and drag the page to the next screen area, and the view will automatically display the next set of pages. Then drop the page on top of whichever page you want it to display at and it will slot in at this spot.



#### **Forward one page button**

To progress to the next page in the current document you can select this button. The button is only active if there is a next page to navigate to.



If there is no next page to go to, this button will become an 'add page' button. Clicking the 'add page' button will add a new page directly after the currently selected page.

## 'e' menu functions



Within the 'e' menu the following functionality is available:

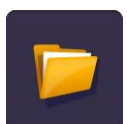
### Recent documents

This option displays the most recent documents on the secondary menu to the right. Clicking on a file from this menu will open that file. You will be prompted to save the current open document first.



### New

This option allows you to open a new document.



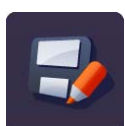
### Open

This option displays a window to allow you to select an Easiteach document to open. Within the secondary menu of the Open menu you can also open a file with the extension '.iwb' (interactive whiteboard format). When you select this option a window will open so you can browse for the .iwb file you want. This could include content created in a previous version of Easiteach or other whiteboard software.



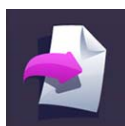
### Save

This option saves the current document. If it is the first time you have saved the document, the window will allow you to choose a location to save it to.



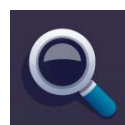
### Save as

This option saves a copy of the current document. A window will open allowing you to choose a location to save the document to. Within the secondary menu of the Save As menu you can also save a file with the extension '.jpg', '.pdf' or as the common interactive whiteboard format '.iwb', enabling other users to view the file in other interactive whiteboard software.



### Insert

This option allows you to insert an existing Easiteach Next Generation document into your current one. The window will open enabling you to browse for an appropriate file, either with the extension .etng (Easiteach Next Generation document) or .etnt (Easiteach Next Generation template). The file you are inserting will appear directly after the screen you are currently viewing. You can reorder the screens whilst in the storyboard view, which is covered in the View Modes section below.



### View modes

This option opens onto the secondary menu to display the different view modes available. To view in a particular mode, click on it to select it.



**Edit mode** – the default mode for editing a single page.



**Storyboard mode** – enables you to see thumbnails of all your pages and provides tools for copying, pasting and rearranging pages.



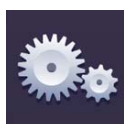
**Split screen mode** – enables you to view two pages at once.



**Full screen mode** – opens Easiteach in full screen so you don't see other application menus.



**Side menu mode** – enables you to edit a single page whilst being able to view page thumbnails in a side bar.



### My Easiteach

This option enables users to change your Easiteach application or document settings.



The **General settings** option opens the My Easiteach tool, where you can choose the application settings. The aspects which can be configured are:

- Default save location
- Default voice
- Default font
- Default font size
- Location of main toolbar
- Default audio input device
- Default video input device
- Default colours

Select 'OK' or 'Cancel' to save or cancel your changes. Next time you open Easiteach it will open with your preferred settings. When you select the 'About' button, information about your version of Easiteach will be displayed. Selecting the 'EULA' button on the About screen will display the End-user Licence Agreement.



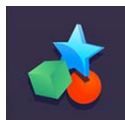
The **Page settings** tool allows you to choose the default settings for each page of your document according to your needs. The aspects which can be configured are:

- Page size
- Page orientation
- Background image
- Background colour
- Background image stretch option

- Background image position

*Please note the background image can only be edited via the Page Properties section in My Easiteach and not directly on the canvas.*

Select 'OK' or 'Cancel' to save or cancel your changes. The properties of your selected page will be updated.



### **Activities**

This allows you to open the bank of activities and templates that comes with Easiteach. A window will open allowing you to browse the activities supplied with Easiteach.



### **Help**

This opens a PDF version of this guide.



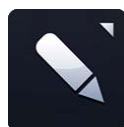
### **Exit Easiteach**

This option closes Easiteach. If there are any open pages or documents you will be prompted to save them before Easiteach closes.

## Drawing tools



The drawing tools are accessible by selecting the drawing tools button on the Easiteach menu bar. The tools available are as follows:

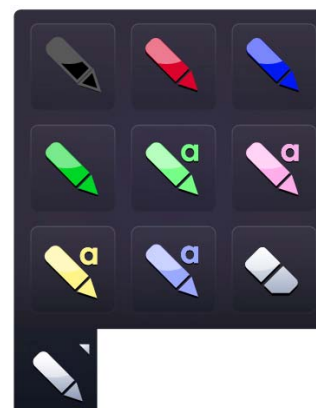


### Pen tools

This option opens the pen tools menu.

The pens available to choose are:

- 4 standard pens (black, red, blue and green)
- 4 highlighter pens (green, pink, yellow and blue)
- 1 eraser

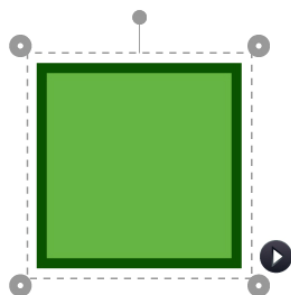


When you click on one of the pen options the mouse pointer will update to show that a pen tool is selected and you can draw freehand with that pen. They will stay selected until you choose another tool or click the select button.

The eraser tool erases digital ink, made using one of the pen tools. To erase, select the eraser tool and move it over areas of digital ink to erase that area. The eraser does not erase other objects on the page. If you want to remove these, you will need to delete them.

### Working with drawn objects

When you select a drawing using the select button, it will appear in a bounding box and can be resized, moved, rotated, aligned, sent forwards and backwards, duplicated, etc.



To resize a drawing, click any of the grey circles at the corners of the frame and drag it to the size you require.

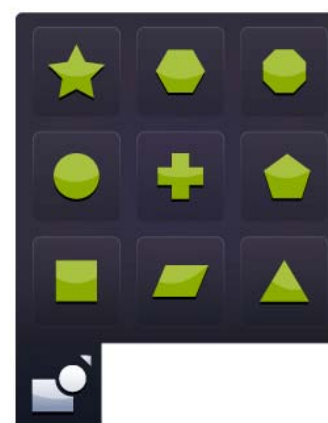
To move a drawing, click in the middle of the shape and drag it where required. You can rotate by clicking the grey circle in the top middle of the frame and moving the object as required.



### Shape tools

This option opens the shape tools menu. The shapes available to choose from are:

- star
- hexagon
- octagon
- circle
- cross



- pentagon
- square
- parallelogram
- triangle

The menu will display with the shapes in the colour you currently have in your colour picker. When you select one of the shapes, the mouse pointer will update to show which shape has been selected. You can draw the shape by clicking and dragging on the page. If you click the page, but don't drag in any direction, no shape will display. The shape tool will stay selected until you pick something else or click the select button. As with the drawn objects, when selected the shape will appear in a bounding box and can be resized, moved, rotated, aligned, sent forwards and backwards like any other object.

It is possible to draw a 'perfect' shape in two ways, either by holding shift down as you use the shape tool or by having the lock aspect ratio button activated whilst drawing the shape.



### Line tools

This option opens the line tools menu. The lines available to choose from are:

- unbroken line
- unbroken line with arrow (at the start)
- unbroken line with arrow (at the end)
- dotted line
- dotted line with arrow (at the start)
- dotted line with arrow (at the end)
- elbow connector line (drawn as a shape)
- right-angle connector line
- callout line



The menu will display with the lines in the colour you currently have in your colour picker. When you select a line, the mouse pointer will update. You can draw the line by clicking and dragging on the page. The start of the line is created at the first click and the end of the line is where the mouse pointer is released. The line stays selected until you pick something else or click the select button.

As with other objects, when you select the line using the select button, it will appear in a bounding box and can be rotated, resized, aligned, sent forwards and backwards, etc.



### Line width tool

This option allows you to preset or change the line width, by selecting a different width from the menu.

## Text tools



The text tools are accessible by selecting the text icon on the Easiteach menu bar. The tools available are as follows:



### Text tool menu

From this menu you can select the text tool:



### Create a textbox

When you select the text tool option the mouse pointer updates to show that the 'create a textbox' tool is selected. Click and drag to create a textbox. You can type text immediately. If you select a textbox whilst in select mode, it appears in a bounding box and can be rotated, resized, aligned, sent forwards and backwards, etc. To edit the text inside the box, double click the textbox, highlight the text you wish to change and complete your changes.

The following options can be used to preset the text properties before typing. Alternatively you can highlight text or select the textbox, so the bounding box displays, and any change updates the entire contents of the textbox.

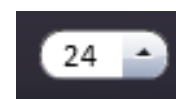
### Font picker

To choose a different font click on the font picker and the menu displays with a scrollbar allowing you to search through all the available fonts. The first five fonts shown are the last ones you have used. All the other available fonts are based on what you have installed on your computer. The chosen font will appear in the font picker until you choose a different font or select another piece of text with a different font.



### Font size picker

To pick a different font size, click on the font size picker and the menu displays with a scrollbar allowing you to search through all the sizes available, ranging from font size 10 to 90. Your chosen size appears in the font size picker until you choose a different size or select another piece of text in a different size.



### Bold

The default state for the bold button is 'off'. To turn bold 'on' click the bold button. It will appear as 'on' until you click it again to turn it 'off' or select another piece of text that isn't bold.



### Italics

The default state for the italics button is 'off'. To turn italics 'on' click the italics button. The Italics button appears as 'on' until you click it again to turn it 'off' or select another piece of text that isn't in italics.





### Underline

The default state for the underline button is 'off'. To turn underline 'on' click the underline button. The underline button appears as 'on' until you click it again to turn it 'off' or select another piece of text that isn't underlined.



### Text alignment

When you click on the button, the text alignment menu opens and you can select the text alignment option you require. The options available are: align left, align centre, align right or justify. Your chosen alignment displays on the button until you choose a different one or select another piece of text with a different alignment.



### Bullets

When you click on the bullets button, the menu opens and you can select the bullet style you require. The bullets button will update to show an 'on' state and the menu closes automatically. The options available are: numbered bullets, solid dot bullets, hollow dot bullets, dashed bullets, arrow bullets and square bullets.

To remove a bullet point from text, position your cursor on the line of the bullet point and select the bullet point button (the button of the style used) or alternatively you can position the cursor at the beginning of the line you want the bullet point removed from and use the backspace on your keyboard.



### Spellchecker

To use the spellchecker, select a textbox and click on the spellchecker button. If only one textbox is selected, the spellchecker will just check that object. If none are selected the spellchecker will check the whole page. Words that are not found in the dictionary are displayed, along with alternative spellings with the options to ignore, ignore all, change or change all. When the check is complete a message will display to confirm this.



### Text to speech

The text to speech functionality enables text on the page to be read by one of the voices installed in your operating system. To use the text to speech functionality, click on the text to speech button to display the menu. This contains a list of options – 'read selected text only', 'read single word upon mouse click' and 'switch off text to speech'. The default state is 'off'. When you select either of the text to speech options, the cursor will change to signify you have the option switched on.

If you select the 'read selected text only' option, then the text in the textbox you select is read. If you select the 'read single word upon mouse click' you can then click on an individual word to hear it read.



### Keyboard

This option opens the on-screen keyboard that comes with your operating system. If you are using a whiteboard it will allow you to type on screen rather than leaving the whiteboard to

return to your computer. The keyboard will appear in the bottom of the screen, but you can click on it to select it and move it anywhere on the screen.

## Advanced text tools



The advanced tools associated specifically with textboxes are accessed by clicking the arrow button in the middle of the text properties menu. This displays the advanced text tools menu bar showing additional options.



### Cloze tool

This allows you to create a cloze (missing words) activity. Click on the cloze button to activate it. The cursor will update to show that the cloze tool is active. Next, click the words you want to remove – these are removed and replaced with a standard-sized line (irrespective of the number of characters in a word, so it isn't easy to guess the answer). If you want to make the gaps bigger, just add more underscores to the textbox in the appropriate place. You must click on the cloze button again to deactivate the functionality.

The removed words are automatically added to the word wallet and can be dragged back into the textbox wherever an underscore exists.



### Remove punctuation tool

This allows you to remove the punctuation from a textbox. First you must select the textbox using the select button, so the bounding box displays, and then click the remove punctuation button. The punctuation is removed from the textbox and is automatically added to the word wallet. The punctuation is replaced by one space per character. The punctuation within the word wallet can be dragged onto the textbox and will snap into place in a space where punctuation previously was.



### Word wallet

The word wallet is a temporary store for words and punctuation which can be dragged onto Easiteach pages. Words are moved to the word wallet when you use the cloze tool. To view the word wallet click on the word wallet button to display it. It will be empty when first opened, unless you have already used the cloze tool or remove punctuation tool to remove content from a textbox. *Please note, the text properties (size, colour etc) are not shown whilst the word is inside the word wallet.*

Words can be added to the word wallet by typing words or characters into the input field. Once something is entered into this field, the 'Add' button will activate and it can then be clicked to add the word/character to the word wallet.

Items in the word wallet can be dragged back into a textbox and will snap into place where a gap or an underscore exists. When a word is dragged onto a textbox it will take on the properties of the text in the textbox. To remove all words from the word wallet, click the 'Clear' button. To randomise the order of the words in the word wallet click 'Randomise'.



### Remove capitals from selected text

To remove the capital letters or change the case of text from upper to lower case, select a textbox, so the bounding box appears. Then click on the remove capitals button and all the capitals are removed and replaced with lower case letters. *Please note there is not an option to replace lower case letters with capitals using the word wallet.*



### Read with me

This is a tool for encouraging the class to read in unison. To switch this on, select a textbox using the select tool. Then select the 'Read with me' icon. The cursor will change to identify that 'Read with me' is switched on. Now you can click anywhere in the textbox in order to move the highlight along the passage, word by word, at a pace to suit the pupils.



### Symbol bank

The symbol bank allows you to insert symbols into your text. There are three categories of symbols to choose from; Maths, Languages and Punctuation. To insert a symbol, click on the symbol bank button to display it, select the correct category and then click and drag the symbol you require on to the page. It can either be dragged into a textbox or dropped anywhere on the page to form a new textbox.



### Subscript

The default state for the subscript button is 'off'. To turn subscript 'on' click the subscript button. The subscript button appears as 'on' until you click it again to turn it 'off' or select another piece of text that isn't in subscript.



### Superscript

The default state for the superscript button is 'off'. To turn superscript 'on' click the subscript button. The superscript button appears as 'on' until you click it again to turn it 'off' or select another piece of text that isn't in superscript.



### Word builder cards

This tool allows you to drag word builder cards onto the page. The card appears on the page as an image object, but also remains in the bank to enable you to select it again. You can switch between lower case cards and upper case, by clicking the appropriate button on the word builder. Different cards are available on four tabs, alphabets (individual letters, including punctuation) and beginning, middle and end sounds/phonics. The cards can be placed next to each other to form words or sentences. Cards can be placed on top of others to make different sounds/words. General object properties can be applied to each card or group of cards, which is covered later in this guide.



### Place value cards

This tool allows you to drag place value numbers onto the page. Both whole and decimal numbers are available by clicking either tab. The numbers covered within the whole tab are 1 to 9,000,000 and within the decimal tab are 0.1 to 0.0009. The place value will appear on the page as an image object, but also remains in the bank to enable you to select it again. Cards can be placed on top of others to make different numbers. General object properties can be applied to each card or group of cards.

## Widget bank



Easiteach comes with a set of curriculum-based tools we call widgets. These widgets aim to aid teaching by helping you to perform a task digitally or by providing easy-to-create games and activities. New widgets are added to Easiteach all the time. For a full list of available widgets, visit the Easiteach website or search the widget bank in your version of Easiteach.

The Widget bank allows you to search for and add widgets to a page. It is accessible by selecting the Widget button on the Easiteach menu bar. You can browse widgets using the left and right arrows.

To use the widget once it is positioned on the page, click away from the widget to release the bounding box. To display the bounding box again, look for the icon in the top left corner of the widget and click on it. The widget can now be resized, rotated, duplicated etc. Widgets can be dragged off-screen, resulting in the circular select option not being shown. To reselect the widget, draw a marquee around it.



Widgets always save the state they are in, so if you navigate away from the page and then return to it, the widget will remain as it was when you left the page.

## Multimedia bank

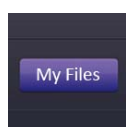


The multimedia bank enables you to search for and add multimedia assets to a page. It is accessible by selecting the Multimedia button on the Easiteach menu bar. You can browse assets using left and right arrows. On opening, the Multimedia bank will display the multimedia asset pack which you installed with Easiteach. All assets are displayed in alphabetical order, according to their name.

There are a number of ways you can search for a media asset to add to your page.

- **Search for items by keyword** - enter a keyword in the appropriate field and any assets which are named or tagged with this keyword will be displayed in the results window.
- **Filter items by category** - browse by topic using the filter menu which has different categories such as Animals, Geography, Music and Videos.
- **Filter items by file type** - select the relevant tick boxes to display the specific file types you require. The available file types available are Audio, Illustrations, Interactive, Photos, Video and Documents.
- **Filter items by Media bank** - filter by 'Easiteach Media Bank' which is just the multimedia items included with Easiteach or by 'My media bank' which is just the items you have added.

Search results are displayed in a single line and you can scroll through using the left and right arrows. The number of results found is displayed at the bottom right hand side of the results window. To add an object from the Multimedia bank to your page, drag it from the results window onto the page.



### My Files

To find assets on your computer to add to the page, click 'My Files'. This will open a dialog window to allow you to search your computer. Once you have found an asset, click 'Open' and it will be added to your page.



### Capture image

This feature can be used to capture a still image using a document visualiser or scanner. The new image will be saved to the 'My Media Bank' folder. If an appropriate device cannot be detected, an error message will display.



### Record sound

This feature can be used to record a new sound using a microphone. The new sound file will be saved to the 'My Media Bank' folder for future reference. If an appropriate device cannot be detected, an error message will display.



### Record video

This feature can be used to record a new video using a video camera. The new video file will be saved to the 'My media bank' folder for future reference. If an appropriate device cannot be detected, an error message will display.



## Import

As well as the assets provided within the Easiteach multimedia bank, you may also import files to your own media bank. This is an easy way to store assets that you might use a lot. Click the 'Import' button to search for assets and add them to My media bank. If you import an image, a thumbnail of the image will display in the media bank and it will use the file name as the name of the asset. Audio files are identified by an audio icon and again the file name is used as the asset name. Interactive files that you have imported will be identified in the multimedia bank with the following icon and the file name will be used as the asset name.



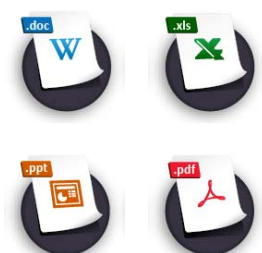
Some large objects may take a few moments to import into My media bank. Whilst this is taking place the following animation will display to show the file is being imported.



To delete any item in My media bank, click the x button in the right hand corner of the thumbnail. A message will display to confirm you wish to delete it.

## Embedding documents

Easiteach allows you to embed Microsoft® Word, Excel and PowerPoint and Adobe® PDF documents to your page. This is a great way of adding additional information to your Easiteach document without duplication. Select the 'My Files' button and within the new window browse to the document you require and select it. Once on the page, you can launch the file by double clicking the icon and the document will launch in the program it was created in.



## Interactive files

As interactive objects often have areas to click on, there is a different way to select them in order to move and resize them. Look for the circular icon in the top left corner of the object, as mentioned at the beginning of this section, and click on it to display the bounding box. The object can now be resized, rotated, duplicated etc. Click away from the object to release the bounding box and access the interactive areas.

## General object properties

The general object properties buttons are always present on the right-hand side of any secondary menu. Some of these properties can be applied to multiple, as well as single objects. To select multiple objects, hold down the Ctrl key and select each object in turn or draw a marquee around the objects you want to select.



### Lock / unlock

This allows you to lock the position of an object on a page to prevent editing in error. Clicking the lock object button will lock the selected object in the position it is located on the page. An object cannot be moved when it is locked. When the button is clicked for a second time, the object is unlocked and can be moved around the page once more.



### Lock and allow copies

This allows you to lock the currently selected object and turn it into an infinite cloner. This means that when you click and drag the object, a copy will be created automatically. This feature is useful when creating drag and drop elements on your page.



### Keep aspect ratio

This allows you to resize objects on the page whilst keeping their original proportions. Click to switch this on and then resize the objects as required. Click the button again to allow objects to be resized freely without constraining proportions.



### Group / ungroup

This allows you to group selected objects together into a single object. You can ungroup objects again by clicking the ungroup option on the same menu.



### Object alignment

You can use this feature to align selected objects. The alignment options available are:

- Align left
  - Align right
- Align top
- Align bottom
- Align centre (vertical)
- Align centre (horizontal)



### Object ordering

You can use this feature to adjust the layering of the currently selected object, which allows you to send it forwards, backwards, to the front and to the back. Select an object and click one of the options from the object ordering menu.

- Send forwards
- Send backwards
- Send to front
- Send to back





### Object reflection

You can use the object reflection feature to create a mirror image of the currently selected object, including all its properties. *Please note, this feature does not flip the selected object; it creates a new object and the selected object remains on the page.*

Select an object and click one of the options from the object reflection menu.

- Reflect in X axis
- Reflect in Y axis



### Object transparency

To make an object transparent, select it and then click the object transparency button. A slider will display, which allows you to adjust the transparency settings. Click the button again to close the slider.



### Duplicate object

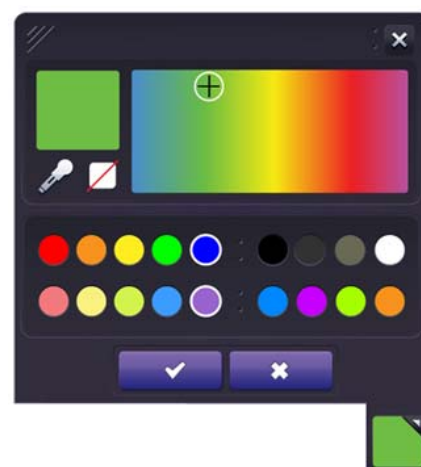
To make a duplicate copy of an object, select it and click the duplicate button which will create an exact duplicate of that object, including all its properties.



### Colour picker buttons

Two colour picker buttons appear on the Easiteach menu bar. The left hand button launches the colour picker for the fill/font colour and the right hand button launches the colour picker for the stroke/border colour. Both buttons update to display the colour that is assigned to the currently selected object or tool.

Click on a colour button to display the colour picker. This enables you to change the stroke or fill colour of the currently selected object by using the pre-set colours or by selecting a new colour using the colour map. There is also an eyedropper tool to select a colour from an object already on the page. Once you have the colour you want to apply to your object or tool, click the 'tick' button to apply it or the 'cross' button to cancel and close the colour picker menu.

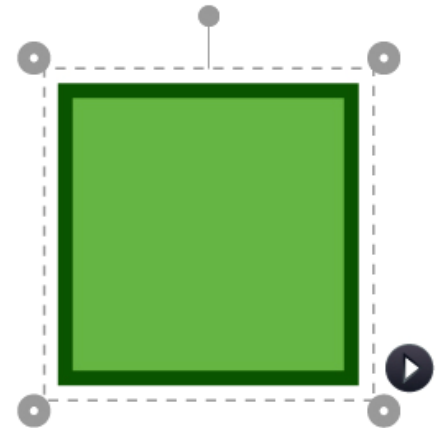


If you want the stroke or fill colour to be transparent, select the transparent option on the colour picker.

## Accelerator menu

When an object is selected, an arrow icon displays on the right-hand side of the bounding box, which you can click on to reveal the accelerator menu. It can also be revealed by right-clicking with a mouse, over the object, when an object is selected.

The accelerator menu contains functionality which provides you with easy access to features allowing you to change the properties of the object selected. The menu therefore changes depending on the type of object selected.



## Keyboard shortcuts

There are many shortcuts in Easiteach which can help you move around the application easily and quickly. Some of these include:

Command A	Select all
Command C	Copy
Command N	Opens a new document (will prompt to save existing document)
Command O	Open
Command S	Save as
Command V	Paste
Command X	Cut
Command shift Z	Redo
Command Z	Undo last action
Command (whilst clicking objects)	Select multiple objects

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